

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**

**AIR FORCE RESERVE COMMAND
INSTRUCTION 36-2807**



24 MAY 2010

Personnel

AFRC OPERATIONS AWARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-28, *Awards and Decorations Programs*, and establishes awards sponsored by the AFRC Directorate of Air, Space and Information Operations. These incentive awards are designed to stimulate competition, increase operational capability, and emphasize and recognize outstanding performance to improve welfare and moral. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. This publication may not be supplemented. See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed.

It removes A2 from the Directorate of Air, Space and Information Operations title in Responsibilities (paragraph 1). It changes awards approval process from AFRC/CV to AFRC/CC throughout the instruction. It was rewritten to standardize the wording and processes throughout each numbered paragraph, as well as standardizing award package requirements, where applicable, throughout the entire instruction. It specifies the specific package requirements for AFA awards (paragraphs 2 & 3). It changes the name of Aircrew Life Support

(ALS) to Aircrew Flight Equipment (AFE) to align with the latest Air Force AFE awards guidance (paragraph 4). It adds the Sergeant Dee Campbell Outstanding Large and Small Unit awards (paragraph 5). It changes specifics to the Weather Awards (paragraph 6) and changes specifics to the Airfield Operations Awards (paragraph 7). It defines the AFSC eligibility for the Outstanding AFRC Senior NCO/NCO/Airman Aircrew Member of the Year Awards and eliminates the package photo requirements (paragraph 9). It clearly defines package requirements for the Grover Loening and Albert P. Loening Awards (paragraphs 10 & 11). It updates the eligibility to include enlisted personnel to Outstanding AFRC Tactician of the Year Award (paragraph 12). It adds company grade officer eligibility and changes name of the Space Operator of the Year Awards (paragraph 13). It changes the time in present assignment criterion from five to six months for the Outstanding AFRC Aeromedical Evacuation Aircrew member and Aeromedical Evacuation Operational Support Officer and Senior NCO/NCO/Airman of the Year Awards (paragraph 14). It adds Outstanding AFRC Survival, Evasion, Resistance & Escape (SERE) Specialist Awards (paragraph 16).

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1. Responsibilities.

1.1. **HQ AFRC/A3:** serves as monitor for award design standardization and ensures adequate funding is made available for all Operations awards.

1.2. **HQ AFRC/A3T:** serves as monitor for Operations awards and will consider changes to this instruction, as necessary.

1.3. **HQ AFRC/A3T:** chairs the board of officers appointed by the A3 to select winners of Operations awards, as necessary.

1.4. **HQ AFRC/A3TA:** serves as AFRC/A3T OPR for processing and staffing award packages for review and approval through AFRC/A3 and AFRC/CC, as required. These responsibilities include staffing announcement memorandums for AFRC/CC signature to NAF and Wing Commanders. In addition, the OPR will coordinate with functional area managers to ensure accuracy of details surrounding a specific award.

1.5. **AFRC Numbered Air Forces (NAF):** supervise, provide guidance, and monitor the Operations awards for their respective organizations. As a minimum, each NAF:

1.5.1. Encourages maximum participation through solicitation and publicity.

1.5.2. Ensures the accuracy and timeliness of nominations.

1.5.3. Arranges appropriate awards ceremonies.

2. Air Force Association (AFA) Outstanding Reserve Aircrew Award-The President's Award.

2.1. **Responsible Agency:** HQ AFRC/A3TA.

2.2. **Purpose or Objective:** Established in 1962, the first The President's Award was approved by President Lyndon B. Johnson for the outstanding Reserve troop carrier crew. The current award is intended to promote aircrew efficiency and safety through competitive spirit within AFRC organizations.

2.3. **Eligibility:** Outstanding AFRC aircrew members. The crew need not be an integral crew, however, may be AFRC individuals occupying aircrew positions against one of the tactical aircraft employed.

2.4. **Description:** An AFA plaque for permanent retention, and a citation.

2.5. Frequency of Award and Period Covered: Annually. 1 January through 31 December.

2.6. Method of Presentation: Presented at the annual AFA National Convention. Recipients of award are invited to attend the convention by the AFA.

2.7. Related Directives: Annual Aerospace Awards message received from Air Force Association.

2.8. Criteria: Consideration based on total performance during the preceding calendar year addresses the following criteria:

2.8.1. Unique accomplishment of mission.

2.8.2. Specific meritorious or outstanding accomplishments.

2.8.3. Application of operational procedures and safety practices.

2.9. Nominating Procedures: Units submit nomination packages electronically through higher echelons to arrive at NAF/A3 not later than 28 February each year. Each NAF/A3 convenes a board and will nominate one package. NAFs forward nominations to HQ AFRC/A3T to arrive not later than 1 April each year. Each package submitted from the NAF must be in an electronic format. Electronic nomination folders will contain the following items:

2.9.1. Letter of Transmittal – nomination letter must be signed by the NAF/A3, or designated representative.

2.9.2. AF IMT 1206, *Nomination for Award*. The substantiating data will be limited to a single side (front side) and will be written in bullet format, using Times New Roman, 12-pitch font. **Note:** AF IMT 1206 does not have a space for email address; however, this data must be added to the form.

2.9.3. Draft citation narrative – Prepare citation using Attachment 2 of this instruction as an example. Citation should be brief (50-70 words) with a maximum of 15 lines written using 10 – 12 pitch font.

2.9.4. Biography - A biographical summary of the commander and crew according to Attachment 3 of this instruction.

2.10. Selection and Notification Procedures: Selections are made by a board of three officers from within HQ AFRC/A3T. Upon AFRC/CC approval, an announcement of the winner is submitted by letter to HQ AFRC/PA for publicity support. The AFRC winning package is forwarded to AFA. AFA notifies the appropriate MAJCOM office of the winners. AFA Chairman of the Board sends congratulatory letters to award recipients with copies to the nominating commander identified on the submission.

3. Air Force Association (AFA) Outstanding Reserve (Flying Wing) Unit Award.

3.1. Responsible Agency: HQ AFRC/A3TA.

3.2. Purpose or Objective: Established in 1955, this award is intended to promote a competitive spirit throughout the Air Force Reserve, with a resultant increase in the effectiveness of units.

- 3.3. **Eligibility:** All AFRC units (including associates).
- 3.4. **Description:** An AFA plaque for permanent retention, and a citation.
- 3.5. **Frequency of Award and Period Covered:** Annually. 1 January through 31 December.
- 3.6. **Method of Presentation:** Presented at the annual AFA National Convention. Commander of selected Unit is invited to attend the convention by the AFA.
- 3.7. **Related Directives:** Annual Aerospace Awards message received from Air Force Association.
- 3.8. **Criteria:** Consideration based on superior performance and outstanding achievements during the preceding calendar year addresses the following criteria:
- 3.8.1. Participation in real-world operations, training assemblies and field training.
 - 3.8.2. Adherence to operational procedures and safety practices.
 - 3.8.3. Unit accomplishments and outstanding achievements.
 - 3.8.4. Compliance with applicable directives.
 - 3.8.5. Results of on-the-job training (OJT) upgrade training.
 - 3.8.6. Assigned strength, stability of assignment, special tours, and manning versus skill-level.
 - 3.8.7. Contributions to cost reduction, management improvement, and energy conservation program.
 - 3.8.8. Involvement with the Community.
 - 3.8.9. Other mission accomplishments.
- 3.9. **Nominating Procedures:** Units submit nomination packages electronically through higher echelons to arrive at NAF/A3 not later than 28 February each year. Each NAF/A3 convenes a board and will nominate one package. NAFs forward nominations to HQ AFRC/A3T to arrive not later than 1 April each year. Each package submitted from the NAF must be in an electronic format. Electronic nomination folders will contain the following items:
- 3.9.1. Letter of Transmittal – nomination letter must be signed by the NAF/A3, or designated representative.
 - 3.9.2. AF IMT 1206, *Nomination for Award* – The substantiating data will be limited to a single side (front side) and will be written in bullet format, using Times New Roman, 12-pitch font. **Note:** AF IMT 1206 does not have a space for email address; however, this data must be added to the form.
 - 3.9.3. Draft citation narrative – Prepare citation using Attachment 2 of this instruction as an example. Citation should be brief (50-70 words) with a maximum of 15 lines written using 10 – 12 pitch font.
 - 3.9.4. Biography – A biographical summary of the commander according to Attachment 3 of this instruction.

3.10. Selection and Notification Procedures: Selections are made by a board of three officers from within HQ AFRC/A3T. Upon AFRC/CC approval, an announcement of the winner is submitted by letter to HQ AFRC/PA for publicity support. The AFRC winning package is forwarded to AFA. AFA notifies the appropriate MAJCOM office of the winners. AFA Chairman of the Board sends congratulatory letters to award recipients with copies to the nominating commander identified on the submission.

4. Outstanding AFRC Aircrew Flight Equipment (AFE) HQ Staff Member Nominee/ Officer/ Senior NCO/NCO/Airman/Civilian and Program of the Year Awards.

4.1. Responsible Agency: HQ AFRC/A3TS.

4.2. Purpose or Objective: To provide a competitive spirit among AFRC aircrew flight equipment personnel with a resultant increase in efficiency, and to identify the AFRC nominee for the USAF ARC Aircrew Flight Equipment Awards.

4.3. Eligibility: Nominees must meet the following criteria at the time the lowest echelon submits the nomination.

4.3.1. Outstanding AFRC AFE HQ Staff Member of the Year Award. Nominee must be an NCO in the rank of staff sergeant through senior master sergeant, possessing a primary five- or seven-skill level or higher in the 1P0X1 career field. The nominee must be assigned to a NAF or command level position for a minimum of six months, performing 1P0X1 duties outlined in the Air Force Enlisted Classification Directory (AFECD), and actively working in a 1P0X1 career field at the time of the nomination.

4.3.2. Outstanding AFRC AFE Officer of the Year Award. Nominee should be a rated Air Force officer, assigned as a wing, group, or squadron AFE Officer. The nominee must have at least six months in the present assignment, be actively performing AFE Officer duties at the time of the nomination, and have completed the USAF AFE Program Manager's Course, or at least been selected and scheduled for a course date.

4.3.3. Outstanding AFRC AFE Senior NCO of the Year Award. Nominee must be a senior NCO in the rank of master sergeant or senior master sergeant, possessing a primary seven-skill level or higher in the 1P0X1 career field. The nominee must have a minimum of one year experience in the 1P0X1 career field, at least six months in 1P0X1 duties outlined in the AFECD, and be actively working in the 1P0X1 career field below the NAF position at the time of nomination. A retrainee who does not possess a seven-skill level, but is progressing satisfactorily in upgrade training, may be submitted for this award provided all other requirements are met.

4.3.4. Outstanding AFRC AFE NCO of the Year Award. Nominee must be an NCO in the rank of staff sergeant through technical sergeant, possessing a primary five-skill level or higher in the 1P0X1 career field. The nominee must have a minimum of one year experience in the 1P0X1 career field, at least six months in 1P0X1 duties outlined in the AFECD, and be actively working in a 1P0X1 career field below the NAF position at the time of nomination. A trainee who does not possess a five-skill level, but is progressing satisfactorily in upgrade training, may be submitted for this award provided all other requirements are met.

4.3.5. Outstanding AFRC AFE Airman of the Year Award. Nominee must be an Airman in the rank of airman basic through senior airman, possessing a primary three- or five-skill level in the 1P0X1 career field. The nominee must have at least one year in the Air Force Reserve, at least six months in 1P0X1 duties outlined in the AFECD, and be actively working in a 1P0X1 career field below the NAF position at the time of the nomination.

4.3.6. Outstanding AFRC AFE Civilian of the Year Award. Nominee must be an Air Force civilian (any DoD civilian, or contractor equivalent) assigned to an authorized 1P0X1 position or in a position primarily supporting the AFE career field. ARTs are not eligible for this award category. The nominee must have at least one year with the Air Force Reserve, at least six months in present assignment, and be actively working to support the AFE program at the time of nomination.

4.3.7. Outstanding AFRC AFE Program of the Year Award.

4.4. **Description:** A citation accompanied by an award/plaque/trophy/statue engraved with the name of the award, the name of the recipient, and the period of the award.

4.5. **Frequency of Award and Period Covered:** Annually. 1 January through 31 December.

4.6. **Method of Presentation:** Presented by the NAF commander, or designated representative, at an appropriate ceremony.

4.7. **Related Directive:** AFI 36-2807, Chapter 8.

4.8. **Criteria:** Consideration based upon total performance during the preceding calendar year addresses the following criteria:

4.8.1. The individual awards will be scored using the following point value:

4.8.1.1. Leadership and Job Performance in Primary Duties (maximum of 15 points).

4.8.1.2. Leadership Qualities (maximum of 10 points).

4.8.1.3. Significant Self-Improvement (maximum of 5 points).

4.8.2. The program awards will be scored using the following point value:

4.8.2.1. Actions of Lasting Impact/ Value to the Unit Mission (maximum of 15 points).

4.8.2.2. Management and Implementation of Key Processes (maximum of 10 points).

4.8.2.3. Support of AFE Program (maximum of 10 points).

4.8.2.4. Program Cohesiveness (maximum of 5 points).

4.8.2.5. AFE Program Improvement Efforts (maximum of 5 points).

4.9. **Nominating Procedures:** Units submit nomination packages electronically, through higher echelons, to NAF/A3 not later than 15 January each year. Each NAF/A3 convenes a board and will nominate one HQ staff member, one officer, one Senior NCO, one NCO, one Airman, one civilian and one program. NAFs forward the nominations to HQ AFRC/A3T to arrive not later than 1 February each year. Each package submitted from the NAF must be in an electronic format. Electronic nomination folders will contain the following items:

4.9.1. Letter of Transmittal – nomination letter must be signed by the NAF/A3, or designated representative.

4.9.2. AF IMT 1206, *Nomination for Award* – The substantiating data will be limited to 30 lines and will be written in bullet format, using the headings in paragraph 4.8. Use Times New Roman, 12-pitch font.

4.9.3. Draft citation narrative – Prepare citation using Attachment 2 of this instruction as an example. Citation should be brief (50-70 words) with a maximum of 15 lines written using 10 – 12 pitch font.

4.10. **Selection and Notification Procedures:** Selections are made by a board of three officers from within HQ AFRC/A3. Upon AFRC/CC approval, an announcement of the winner in each category is submitted by letter to HQ AFRC/PA for publicity support. The AFRC/CC will notify winners by letter through appropriate command channels. The AFRC winning packages are forwarded to HQ USAF/A3O-AT for Air Force wide ARC competition.

5. Outstanding AFRC Aviation Resource Management (ARM) Senior NCO/ NCO/ Airman/Civilian of the Year Awards.

5.1. **Responsible Agency:** HQ AFRC/A3TF.

5.2. **Purpose or Objective:** To provide a competitive spirit among AFRC aviation resource management (1C0X2) personnel with a resultant increase in efficiency and esprit-de-corps, and to identify the AFRC nominee for the USAF Aviation Resource Management Awards.

5.3. **Eligibility:** Any ART or reservist in the ranks of airman through senior master sergeant with primary AFSC 1C0X2, or civilians who performed duties in an authorized 1C0X2 position for a minimum of six consecutive months immediately before nomination. Individuals who had an Unfavorable Information File (UIF) or who did not meet the requirements of AFI 10-248, *Fitness Program* at any time during the calendar year of the award are ineligible. Individuals who won an award the previous year are ineligible to compete again for four years. For example: Mr. Jones was selected as Civilian of the Year for 2005. He may not be considered again until 2010. This also includes ARTs who won in a military or civilian category. For example: SSgt Jones was selected as the NCO of the Year for 2005. He may not be considered for any military category or civilian award until 2010. The following also applies:

5.3.1. Outstanding AFRC Aviation Resource Management Senior NCO/NCO/Airman of the Year Award.

5.3.1.1. Outstanding AFRC ARM Senior NCO of the Year Award. Nominee must be a senior NCO in the rank of master sergeant or senior master sergeant, possess a primary seven or nine-skill level in the 1C0X2 career field and be CHARM certified. The nominee must have a minimum of one year experience in the 1C0X2 career field, at least six months in the 1C0X2 duties outlined in the Air Force Enlisted Classification Directory (AFECD), and be actively working in the 1C0X2 career field at the time of nomination.

5.3.1.2. Outstanding AFRC ARM NCO of the Year Award. Nominee must be an NCO in the rank of staff sergeant or technical sergeant and possess a primary five-

level AFSC or higher in the 1C0X2 career field. The nominee must have a minimum of one year of experience in the 1C0X2 career field, at least six months in 1C0X2 duties outlined in the AFECD, and be actively working in the 1C0X2 career field at the time of the nomination.

5.3.1.3. Outstanding AFRC ARM Airman of the Year Award. Nominee must be an Airman in the rank of airman basic through senior airman and possess a primary three-level AFSC in the 1C0X2 career field. The nominee must have at least one year in the Air Force Reserve, and be performing 1C0X2 duties as outlined in the AFECD.

5.3.2. Outstanding Air Force ARM Headquarters Staff Member of the Year Award. Nominee must be an NCO in the rank of staff sergeant through senior master sergeant, and possess a five-skill level or higher in the 1C0X2 career field. The nominee must have been assigned to a command level position for a minimum of six months, be actively working in the 1C0X2 career field at NAF level or above, and be CHARM certified. Headquarters staff members are limited to the Headquarters Staff Member of the Year category only, while assigned to headquarters positions. Once a headquarters staff member leaves this position, he/she may compete in other categories as appropriate, using accomplishments from the entire calendar year.

5.3.3. Sergeant Dee Campbell Outstanding Large Unit and Small Unit Air Force ARM Team of the Year Awards.

5.3.3.1. Eligibility for Large Unit Award. Each wing with 30 or more aviation resource management (1C0X2) billets assigned may submit a nomination package to HQ AFRC for the large unit award. The HQ AFRC/A3 will evaluate each submission based on team achievements during the award period.

5.3.3.2. Eligibility for small unit award. Each wing with less than 30 aviation resource management (1C0X2) billets assigned may submit a nomination package to HQ AFRC. The HQ AFRC/A3 will evaluate each submission based on team achievements during the award period.

5.3.3.3. Calculating number of billets assigned. When calculating the number of billets assigned, wings will include all 1C0X2 billets assigned within the organizational structure of the wing, including 1C0X2 billets assigned to subordinate units not co-located with the wing.

5.3.3.4. Tenant units. Accomplishments of a tenant unit assigned within the organizational structure of a parent wing will be included in the parent wing's nomination package.

5.3.3.4.1. A tenant unit not assigned under a parent wing may compete as a stand-alone organization in the large or small team category as appropriate based on number of 1C0X2 billets assigned to the organization.

5.3.3.4.2. When calculating the number of 1C0X2 billets assigned, the stand-alone tenant unit will include all 1C0X2 billets assigned to units within the organizational structure of the tenant. Stand-alone tenant unit packages will include accomplishments of subordinate units assigned to the tenant organization.

5.3.4. Outstanding AFRC ARM Civilian (Supervisory) of the Year Award. Nominee must be a civilian assigned to an authorized 1C0X2 position for a minimum of one year, at least six months in 1C0X2 duties outlined in the AFECD, be actively working in a 1C0X2 career field wing level or below position at the time of the nomination, and supervise subordinates.

5.3.5. Outstanding AFRC ARM Civilian (Journeyman/Technician) of the Year Award. Nominee must be a civilian assigned to an authorized 1C0X2 position for a minimum of one year, at least six months in 1C0X2 duties outlined in the AFECD, be actively working in a 1C0X2 career field wing level or below position at the time of nomination, and not supervise subordinates.

5.4. **Description:** A citation accompanied by an award/plaque/trophy/statue engraved with the name of the award, the name of the recipient, and the period of the award.

5.5. **Frequency of Award and Period Covered:** Annually. 1 January through 31 December.

5.6. **Method of Presentation:** Presented by the Wing/CC during an awards presentation ceremony.

5.7. **Related Directive:** AFI 36-2807, Chapter 9.

5.8. **Criteria:** Consideration based upon total performance during the preceding calendar year addresses the following criteria:

5.8.1. Leadership and Job Performance in 1C0X2 Duties. Cite examples and accomplishments for calendar year of award. Describe significant leadership accomplishments and how well the individual performed assigned primary 1C0X2 duties. The individual's leadership and job development of new techniques must contribute significantly to increased mission effectiveness above and beyond normal day-to-day duties during the current calendar year.

5.8.2. Significant Self-Improvement. Indicate how the individual developed new or improved skills related to primary duties, e.g. formal training, career development course enrollment or completion, on-the-job training, certifications, computer courses, and/or off-duty education, related to primary 1C0X2 duties.

5.8.3. Other Significant Career Field Contributions/Recognition. Indicate the nature and results of the individual's other 1C0X2-duty accomplishments and how they set the individual apart from peers and goes beyond normal day-to-day operations.

5.8.4. Articulate and Positive 1C0X2 Representative of the Air Force. Indicate demonstrated ability as an articulate and positive member of the Air Force (in performance of 1C0X2 related duties) during the calendar year or the award.

5.9. **Nominating Procedures:** Units submit nomination packages electronically through higher echelons to their respective NAF/A3. Each NAF/A3 convenes a board and will nominate one package from each category. NAFs forward nominations to HQ AFRC/A3TF to arrive not later than 15 February each year. Packages received after 15 February will NOT be considered. Each package submitted from the NAF must be in an electronic format. Electronic nomination folders will contain the following items:

5.9.1. Letter of Transmittal – nomination letter must be signed by the NAF/A3, or designated representative.

5.9.2. AF IMT 1206, *Nomination for Award* – The substantiating data will be limited to 30 lines and will be written in bullet format using the headings in paragraph 5.8. Use Times New Roman, 12-pitch font. No text will be entered to the right of the headings, and any text listed on the same line as a heading will be ignored by the board. All acronyms will be listed on the reverse side of the AF IMT 1206; this space may be used to spell out up to five acronyms used in the nomination narrative. These lines are not counted toward the 30-line limit.

5.9.3. Letter from Commander - Letter signed by the member's squadron commander verifying the individual meets all requirements, to include no UIF and Fitness Test for the award period.

5.9.4. Draft citation narrative – Prepare citation using Attachment 2 of this instruction as an example. Citation should be brief (50-70 words) with a maximum of 15 lines written using 10 – 12 pitch font.

5.10. **Selection and Notification Procedures:** Selections are made by a board of functional managers within HQ AFRC/A3. Upon AFRC/CC approval, an announcement of the winner in each category is submitted by letter to HQ AFRC/PA for publicity support. The AFRC/CC will notify the winners by letter through appropriate command channels. The AFRC winning packages are forwarded to HQ USAF/A3O-ATF for Air Force wide competition.

6. Weather Awards.

6.1. **Responsible Agency:** AFRC/A3VA.

6.2. **Purpose or Objective:** To provide a competitive spirit among Air Force Reserve Weather personnel with a resultant increase in efficiency and esprit-de-corps, and to identify AFRC nominees for both Air Reserve Component (ARC) and USAF Annual Weather Awards.

6.3. **Eligibility:** According to AFI 36-2807, and interim changes, all Air Force Reserve (military and DoD civilian) and units of AFRC are eligible to be nominated, based on award criteria.

6.4. **Description:** A citation accompanied by an award/plaque/trophy/statue engraved with the name of the award, the name of the recipient, and the period of the award.

6.5. **Frequency of Award and Period Covered:** Annually. 1 January through 31 December.

6.6. **Method of Presentation:** Presented by AFRC/CC, or designated representative, for AFRC awards, and AF/A3O-W for ARC and USAF level awards.

6.7. **Related Directive:** AFI 36-2807, Chapter 14 and interim change 20 Nov 2008.

6.8. **Criteria:** Consideration based upon total performance during the preceding calendar year addresses the following criteria:

6.8.1. Individuals. To be eligible for an individual award, the individual must have a core duty AF Specialty Code (AFSC) of 15WX (officers) or 1W0X1 (enlisted). Individuals may only be submitted for one award each year (e.g., a SNCO cannot be nominated for both the Air Force Weather SNCO of the Year and Air Force Weather Staff Enlisted Member of the Year). The organization to which the individual was assigned on 31 December is responsible for award submission; however, award inputs should be solicited from the losing organization. In addition, the individual's duty AFSC, rank, and/or primary duties for the majority (184 days or more) of the calendar year determine the eligibility and award category.

6.8.2. Organizations. May only be nominated for one award each year (**Note:** this does not preclude squadron-level organizations from nominating a subordinate organization for the flight-level award).

6.9. **Nominating Procedures:** Units submit nomination packages for TR/IMA/ART personnel electronically to AFRC/A3VA org box not later than 1 February each year. Use AF IMT 1206, *Nomination for Award*, for each nomination. The substantiating data will be limited to a single side (front side) and will be in bullet format, using Times New Roman, 12-pitch font. The nomination will focus on actions and impacts directly related to the weather mission, unless otherwise stated. Submissions for all squadron level organization awards will include the official unit mission description on the reverse side of the AF IMT 1206.

6.10. **Selection and Notification Procedures:** Selections are made by a five member board consisting of one Officer and four enlisted or civilians within HQ AFRC/A3V. The HQ AFRC/CC will notify winners by letter through appropriate command channels. Upon AFRC/CC approval, an announcement of the winner in each category is submitted by letter to HQ AFRC/PA for publicity support. The winning packages are forwarded to HQ USAF/A3O-W as the AFRC representative for the Air Reserve Component and Air Force level awards.

7. Airfield Operations Awards.

7.1. **Responsible Agency:** AFRC/A3V.

7.2. **Purpose or Objective:** To recognize individuals who contribute to an outstanding degree, their services, ideas, developments, or accomplishments in Air Traffic Control (ATC) and airfield management (AM), and to identify the AFRC nominees for the USAF Airfield Operations (air traffic control and airfield management) Awards.

7.3. **Eligibility:** All AFRC DoD civilian personnel performing ATC 13M3/1C1X1 or AM1C7X1 duties are eligible for these awards. Nominees must have worked at least six months in present assignment. Contractors are not eligible for an award.

7.3.1. Airfield Operations Flight Complex of the Year. Award is presented for a combination of airfield management and air traffic control facilities when they interact in the achievement of one, or a combination, of the following areas:

7.3.1.1. A notable contribution to quality, safety, or procedural development of the airfield and ATC systems.

7.3.1.2. Outstanding handling of an unusual traffic workload, emergency situations, deployments, or exercises.

- 7.3.1.3. Sustained efficiency in airfield and air traffic control services as recognized by users of the systems.
- 7.3.2. D. Ray Hardin Air Traffic Control Facility of the Year. Award is presented to an ATC facility at a particular unit that has made a notable contribution to the ATC system. Consider the following areas for this award:
- 7.3.2.1. A notable contribution to quality, safety, or procedural development of the ATC system.
 - 7.3.2.2. Outstanding handling of an unusual traffic workload, emergency situations, deployments or exercises.
 - 7.3.2.3. Sustained efficiency in air traffic control as recognized by users of the service.
- 7.3.3. Ronald D. McCarthy Airfield Management Facility of the Year. Award is presented to an Airfield Management facility at a particular unit that has made a notable contribution to the operations of an airfield. Consider the following areas for this award:
- 7.3.3.1. Efforts made by the AM staff to enhance airfield safety (signage, markings, airfield driving program, etc.).
 - 7.3.3.2. Outstanding performance by AM personnel during periods of increased workloads (emergency situations, deployments, or exercises).
 - 7.3.3.3. Sustained efficiency in airfield management as recognized by users of the service.
 - 7.3.3.4. Superior coordination efforts during airfield construction activities.
 - 7.3.3.5. Self-help projects undertaken in and around airfield management facilities to enhance quality of life.
 - 7.3.3.6. Extraordinary number of flight plans processed beyond normal day-to-day operations involving unusual situations or unique support requirements.
- 7.3.4. Colonel Derrel L. Dempsey Officer of the Year. Award is presented to an Airfield Operations Manager (AOM) who contributed, to an outstanding degree, their services, ideas, developments, or accomplishments to enhance the quality, safety, or efficiency of the airfield and air traffic control systems. Consider the following areas for this award:
- 7.3.4.1. Procedures introduced that significantly improved the quality, safety, or efficiency of the airfield and air traffic control systems.
 - 7.3.4.2. An accepted systems concept or development that significantly enhances management of the Airfield Operations Flight (AOF).
 - 7.3.4.3. Facility or system management beyond normal day-to-day operations.
 - 7.3.4.4. Establishment of rapport between flying organizations and the AOF.
 - 7.3.4.5. Innovative management techniques.
 - 7.3.4.6. Outstanding public relations in AM or ATC.
 - 7.3.4.7. Outstanding management of administrative procedures.

7.3.5. Air Traffic Control (Civilian) Controller In Charge of the Year. Award is presented to a civilian air traffic controller in charge who contributed, to an outstanding degree, services, ideas, developments, or accomplishments in ATC. Consider the following areas for this award:

- 7.3.5.1. Application of extraordinary efforts to protect lives and resources under his or her control.
- 7.3.5.2. Introduced procedures resulting in improved quality, safety, or efficiency of the ATC system.
- 7.3.5.3. Outstanding contributions to controller enhancement.
- 7.3.5.4. Outstanding personal ATC performance.
- 7.3.5.5. Establishment of rapport between crews in the facility or between facilities.
- 7.3.5.6. Self- or crew-improvement efforts related to mission accomplishment.
- 7.3.5.7. Outstanding demonstrated capabilities while supporting deployments, exercises, inspections, mobility, etc.

7.3.6. Airfield Management Supervisor (Civilian) of the Year. Award is presented to a civilian airfield management supervisor who contributed, to an outstanding degree, services, ideas, developments, or accomplishments in airfield management. Consider the following areas for this award:

- 7.3.6.1. Procedures introduced that improved quality, safety or efficiency of airfield management.
- 7.3.6.2. Procedures introduced that improved quality of life or promoted esprit de corps within airfield management.
- 7.3.6.3. Outstanding personal duty performance.
- 7.3.6.4. An accepted suggestion that enhanced the career field/job series.
- 7.3.6.5. Actions beyond normal day-to-day operations involving unusual situations on unique support requirements.
- 7.3.6.6. Efforts to promote teamwork with regard to co-workers and other base agencies.
- 7.3.6.7. Outstanding demonstrated capabilities while supporting deployments, exercises, inspections, mobility, etc.

7.3.7. Air Traffic Controller (Civilian) of the Year. Award is presented to a controller whose primary duty is operating control positions within a facility (not in a staff or supervisory position) and who contributed, to an outstanding degree, services, ideas, developments, or accomplishments in ATC. Consider the following areas for this award:

- 7.3.7.1. Application of procedures resulting in the saving of lives.
- 7.3.7.2. Introduced procedures resulting in improved quality, safety, or efficiency of the ATC system.
- 7.3.7.3. An accepted systems concept or development.

- 7.3.7.4. Outstanding teamwork.
- 7.3.7.5. Outstanding contributions to controller enhancement.
- 7.3.7.6. Outstanding personal ATC performance.
- 7.3.7.7. Outstanding public relations.
- 7.3.7.8. Outstanding demonstrated capabilities while supporting deployments, exercises, inspections, mobility, etc.
- 7.3.8. Airfield Management (Civilian) of the Year. Award is presented to a civilian airfield management specialist who contributed, to an outstanding degree, services, ideas, developments, or accomplishments in airfield management. Consider the following areas for this award:
 - 7.3.8.1. Procedures introduced that improved quality, safety, or efficiency of airfield management.
 - 7.3.8.2. Procedures introduced that improved quality of life or promoted esprit de corps within airfield management.
 - 7.3.8.3. Outstanding personal duty performance.
 - 7.3.8.4. An accepted suggestion that enhanced the career field/job series.
 - 7.3.8.5. Outstanding demonstrated capabilities while supporting deployments, exercises, inspections, mobility, etc.
- 7.3.9. Air Traffic Control Training Achievement. Award is presented to an individual for exceptional contributions to ATC training. Competition is open to all controllers involved in training, not just the Training and Standardization Manager (TSM). Consider the following areas for this award:
 - 7.3.9.1. Effective use of instructional methods.
 - 7.3.9.2. Actions taken to improve training capabilities.
 - 7.3.9.3. Application of training innovations or methodology.
- 7.3.10. Airfield Management Training Achievement. Award is presented to an individual for exceptional contributions to AM training. Competition is open to all AM personnel involved in training, not just for the AM Training Manager. Consider the following areas for this award:
 - 7.3.10.1. Effective use of instructional methods.
 - 7.3.10.2. Actions taken to improve training capabilities.
 - 7.3.10.3. Application of training innovations or methodology.
- 7.3.11. Terminal Procedures (TERPS) Specialist of the Year. Award is presented to an individual whose primary duty is to manage base level programs, for exceptional contributions to TERPS. Consider for the following areas for this award:
 - 7.3.11.1. Introduced procedures resulting in the improved quality, safety, efficiency of the use of the ATC system.

7.3.11.2. Application of extraordinary efforts to protect lives and resources.

7.3.11.3. Outstanding personal duty performance.

7.3.11.4. Outstanding demonstrated capabilities while supporting deployments, exercises, inspections, mobility, etc.

7.3.12. Air Traffic Control Enlisted Manager of the Year. Award is presented to an enlisted ATC manager who contributed, to an outstanding degree, their services, ideas, developments, or accomplishments in ATC. Consider the following areas for this award:

7.3.12.1. Procedures introduced that significantly improved the quality, safety, or efficiency of the ATC system.

7.3.12.2. An accepted systems concept or development that significantly enhances management of the ATC system.

7.3.12.3. Facility or system management beyond the normal day-to-day operations.

7.3.12.4. Establishment of rapport between flying organizations and ATC facilities.

7.3.12.5. Innovative management techniques.

7.3.12.6. Outstanding public relations in ATC.

7.3.12.7. Outstanding management of administrative procedures.

7.3.12.8. Outstanding demonstrated capabilities while supporting deployments, exercises, inspections, mobility, etc.

7.4. **Description:** A citation accompanied by an award/plaque/trophy/statue engraved with the name of the award, the name of the recipient, and the period of the award.

7.5. **Frequency of Award and Period Covered:** Annually. 1 January through 31 December.

7.6. **Method of Presentation:** Presentation of awards will normally occur during scheduled inspections and/or staff assistance visits. If none are scheduled, AOMs will receive the awards via mail and will be responsible for determining the best venue to present the award(s) to recognize the accomplishment(s).

7.7. **Related Directive:** AFI 36-2807, Chapter 3.

7.8. **Criteria:** Consideration based upon total performance during the preceding calendar year addresses the criteria listed in paragraph 7.3. and should emphasize the nominees' contributions to their units' mission accomplishment.

7.9. **Nominating Procedures:** Commanders submit nomination packages for each category electronically through command channels to arrive at the HQ AFRC/A3VA org box (afrc.a3va@afrc.af.mil) not later than 1 February each year. Commanders of units submitting nominations for Airfield Operations Flight (AOF) Complex of the Year award may not submit nominations for ATC or AM Facility of the Year Awards. Each unit may submit only one nomination in each category. Electronic nomination folders will contain the following items:

7.9.1. Letter of Transmittal – nomination letter must be signed by the OG CC, or designated representative.

7.9.2. AF IMT 1206, *Nomination for Award* – The substantiating data will be limited to no more than 25 lines and will be written in bullet format, using Times New Roman, 12-pitch font. Nomination criteria headings in the specific accomplishments section are not required. In order to be competitive, only significant achievements should be included. Acronyms identified in AFIs 13-203, 13-204, 13-213, and 13-218 are acceptable for use in the nomination for award. To enable units to fully utilize the required 25 lines for substantial information, a list of other acronyms may be created at the bottom of the AF IMT 1206. **Note:** AF IMT 1206 does not have a space for email address; however, this data must be added to the form.

7.9.3. For each category submitted, package the required documents (signed transmittal letter and AF IMT 1206) into a single PDF file. Ideally, each nomination file size should range between 200-700 kilobytes.

7.10. **Selection and Notification Procedures:** Selections are made by a board of five personnel within AFRC/A3V and will be chaired by the AFRC/A3V. AFRC winners will be selected based on graded score sheets. Upon AFRC/CC approval, an announcement of the winner in each category is submitted by letter to HQ AFRC/PA for publicity support. The AFRC winning packages are forwarded to HQ AFFSA/A3A as the AFRC representatives for the Air Force level award. Winners are notified of their selection through command channels.

8. Outstanding AFRC Pararescue Senior NCO/NCO/Airman and Combat Rescue Officer (CRO) of the Year Awards.

8.1. **Responsible Agency:** HQ AFRC/A3TR.

8.2. **Purpose or Objective:** To provide a competitive spirit among AFRC pararescue personnel with a resultant increase in efficiency, and to identify the AFRC enlisted/officer nominees for the USAF Pararescue (PJ) and Combat Rescue Officer (CRO) Awards.

8.3. **Eligibility:** An Active Guard Reserve (AGR), or Traditional Reservist (TR) with primary AFSC 1T2XX or 13DXA, who filled an authorized PJ/CRO position a minimum of six consecutive months immediately before nomination. Nominees must meet applicable Air Force standards during the entire eligibility period and meet the following criteria:

8.3.1. Outstanding AFRC Pararescue Senior NCO of the Year Award. Nominee must be an Air Force Reserve senior NCO in the rank of master sergeant, senior master sergeant, or chief master sergeant, possessing a primary seven-level AFSC or higher in the 1T2XX career field. The nominees must have at least five months in present assignment and be actively working in the career field at the time of nomination.

8.3.2. Outstanding AFRC Pararescue NCO of the Year Award. Nominee must be an Air Force Reserve NCO in the rank of staff sergeant or technical sergeant possessing a primary five-level AFSC or higher in the 1T2XX career field. The nominee must have at least one year in the Air Force, five months in present assignment, and be actively working in the career field at the time of nomination.

8.3.3. Outstanding AFRC Pararescue Airman of the Year Award. Nominee must be an Air Force Reserve enlisted person in the rank of airman through senior airman possessing a primary three or five-level AFSC or higher in the 1T2XX career field. The nominee

must have at least one year in the Air Force, five months in the present assignment, and be actively working in the career field at the time of nomination.

8.3.4. Outstanding AFRC Combat Rescue Officer (CRO) of the Year Award. Nominee must be an Air Force Reserve officer in the rank of second lieutenant through major in the 13DXA career field. The nominee must have at least one year in the Air Force, five months in present assignment, and be actively working in the career field at the time of nomination.

8.4. **Description:** A citation accompanied by an award/plaque/trophy/statue engraved with the name of the award, the name of the recipient, and the period of the award.

8.5. **Frequency of Award and Period Covered:** Annually. 1 January through 31 December.

8.6. **Method of Presentation:** Presented by Wing CC, or designated representative, at an appropriate ceremony.

8.7. **Related Directive:** AFI 36-2807, Chapter 15.

8.8. **Criteria:** Consideration based upon total performance during the preceding calendar year addresses the following criteria and should emphasize the nominee's contributions to his or her unit's mission accomplishment using the following headings:

8.8.1. Primary Duties and Significant Accomplishments - Include the individual's on-the-job accomplishments and leadership that significantly contributed to increased mission effectiveness and execution of the Personnel Recovery mission.

8.8.2. Other Contributions to the Unit Mission - Include any contributions to the unit's mission that set the individual apart from others within the specific nomination category.

8.9. **Nominating Procedures:** Units submit nomination packages electronically through command channels to Wing CC for processing. The wing will submit one winning package in each category electronically to arrive at NAF/A3 not later than 1 February each year. The NAF/A3 will forward the winners' packages to HQ AFRC/A3T to arrive not later than 1 March each year. Each package submitted from the NAF must be in an electronic format. Electronic nomination folders will contain the following items:

8.9.1. Letter of Transmittal – nomination letter must be signed by the NAF/A3, or designated representative.

8.9.2. AF IMT 1206, *Nomination for Award* – The substantiating data will be limited to a single side (front side) and will be written in bullet format, using the headings in paragraph 8.8. Use Times New Roman, 12-pitch font. **Note:** AF IMT 1206 does not have a space for email address; however, this data must be added to the form.

8.9.3. Draft citation narrative – Prepare citation using Attachment 2 of this instruction as an example. Citation should be brief (50-70 words) with a maximum of 15 lines written using 10 – 12 pitch font. See AFI 36-2803 for additional guidance.

8.9.4. Biography – Include current military biography of individual using Attachment 4 of this instruction as an example.

8.10. Selection and Notification Procedures: Due to the fact that only one package in each category is submitted from the wing, a selection board is not necessary within HQ AFRC/A3. Upon arrival at AFRC/A3T, the package is created for submission through HQ AFRC/A3. Upon AFRC/CC approval, an announcement of the winner in each category is submitted by letter to HQ AFRC/PA for publicity support. The AFRC/ CV will notify winners by letter through appropriate command channels. The AFRC winning packages of the CRO, SNCO, NCO, and Airman of the Year Awards are forwarded to HQ USAF/Director of Operations for Air Force wide competition.

9. Outstanding AFRC Senior NCO/NCO/Airman Aircrew Member of the Year Awards.

9.1. Responsible Agency: AFRC/A3TA.

9.2. Purpose or Objective: To provide a competitive spirit among AFRC enlisted aircrew members with a resultant increase in efficiency and esprit-de-corps, and to identify the AFRC nominees for the USAF Staff Sergeant Henry E. "Red" Erwin, Outstanding Enlisted Aircrew Member of the Year Awards.

9.3. Eligibility: Any ART or AFRC reserve enlisted aircrew member with a primary AFSC of 1AXXX. Nominees must meet acceptable Air Force standards during the entire eligibility period and meet the following criteria at the time of nomination:

9.3.1. AFRC Outstanding Senior NCO Aircrew Member of the Year Award. Nominee must be an Air Force Reserve senior NCO in the rank of master sergeant through senior master sergeant and possess a seven-skill level or higher. The nominee must have a minimum of two years experience as an aircrew member and at least six months as a Senior NCO.

9.3.2. AFRC Outstanding NCO Aircrew Member of the Year Award. Nominee must be an Air Force Reserve NCO in the rank of staff sergeant through technical sergeant and possess a five-skill level or higher. The nominee must have a minimum of two years experience as an aircrew member and at least six months as a NCO.

9.3.3. AFRC Outstanding Airman Aircrew Member of the Year Award. Nominee must be an Air Force Reserve Airman in the rank of airman first class through senior airman and possess a three-skill level or higher. The nominee must have at least 24 months in the Air Force, ANG, or Air Force Reserve, and at least 12 months experience as an aircrew member.

9.4. Description: A citation accompanied by an award/plaque/trophy/statue engraved with the name of the award, the name of the recipient, and the period of the award. The award winners' names will also be permanently mounted on the Outstanding AFRC Enlisted Aircrew Member of the Year Plaque on display at HQ AFRC.

9.5. Frequency of Award and Period Covered: Annually. 1 January through 31 December.

9.6. Method of Presentation: Presented by the NAF/A3, or designated representative, at an appropriate ceremony. A local presentation may be made by Wing CCs for their nominees in each category.

9.7. Related Directives: AFI 36-2807, Chapter 10.

9.8. **Criteria:** Consideration based upon total performance during the preceding calendar year addresses the following criteria:

9.8.1. Outstanding accomplishments. (Accomplishments should pertain to specific flight activities or ground duties supporting flight activities.)

9.8.2. Leadership. (How does the person lead and how has their leadership abilities impacted the Air Force mission?)

9.8.3. Self-Improvement. (What things has the person done to improve himself/herself through education and training?)

9.9. **Nominating Procedures:** Units submit nomination packages electronically through higher echelons to arrive at NAF/A3 not later than 31 January. Each NAF/A3 convenes a board and nominates one Airman, one NCO, and one Senior NCO. NAFs forward nominations to AFRC/A3T to arrive not later than 28 February of each year for AFRC level competition. Each package submitted from the NAF must be in an electronic format. Electronic nomination folders will contain the following items:

9.9.1. Letter of Transmittal – nomination letter must be signed by the NAF/A3, or designated representative.

9.9.2. AF IMT 1206, *Nomination for Award* – The substantiating data will be limited to 30 lines (excluding the three headings) and will be written in bullet format using the headings outlined in paragraph 9.8., leaving the space to the right of the headings blank. Use Times New Roman, 12-pitch font. All acronyms will be spelled out on the reverse side of the AF IMT 1206. **Note:** AF IMT 1206 does not have a space for email address; however, this data must be added to the form.

9.9.3. Draft citation narrative – Prepare citation using Attachment 2 of this instruction as an example. Citation should be brief (50-70 words) with a maximum of 15 lines written using 10 – 12 pitch font. See AFI 36-2803 for additional guidance.

9.9.4. Biography – Include current military biography of individual. See Attachment 4 of this instruction for an example.

9.10. **Selection and Notification Procedures:** Selections are made by a board of one field grade officer and two senior NCOs from within HQ AFRC/A3. Upon AFRC/CC approval, an announcement of the winner in each category is submitted by letter to HQ AFRC/PA for publicity support. The AFRC/CC will notify winners by letter through appropriate command channels. The AFRC winning packages are forwarded to HQ USAF/A3O-AT for the USAF Staff Sergeant Henry E. “Red” Erwin, Outstanding Enlisted Aircrew Member of the Year Awards competition.

10. The Grover Loening Trophy.

10.1. **Responsible Agency:** HQ AFRC/A3TA.

10.2. **Purpose or Objective:** Promote a competitive spirit among AFRC flying squadrons throughout the Air Force Reserve with a resultant increase in effectiveness and esprit-de-corps. A pioneer in the aviation industry, Grover Loening was the first aeronautical engineer for the Wright Brothers and intimately involved in the development of aviation. Loening was an accomplished pilot, aircraft designer, engineer, industry advisor and eventually an

aircraft consultant to the National Advisory Committee on Aeronautics (predecessor to NASA). With his name on numerous trophies and awards throughout the industry, the winner of this award should be considered among the best in the business.

10.3. Eligibility: All AFRC flying units and associate units exclusive of combat rescue and special operations units.

10.4. Description: A scroll depicting the citation of Grover Loening Trophy is presented to the honored unit for permanent retention. The Grover Loening Trophy, which has a rectangular plate at the base, is engraved with the unit designation and maintained on display at HQ AFRC.

10.5. Frequency of Award and Period Covered: Annually. 1 January through 31 December.

10.6. Method of Presentation: Presented by the NAF commander, or designated representative, at an appropriate ceremony.

10.7. Related Directive: None.

10.8. Criteria: Consideration based on total performance during the preceding calendar year addresses the following criteria:

10.8.1. Outstanding performance of Air Force, Gaining Command, and AFRC missions.

10.8.2. Community support and involvement.

10.8.3. Improvements, or innovations, resulting in major mission improvements.

10.8.4. Specific outstanding accomplishments.

10.9. Nominating Procedures: Units submit nomination packages electronically through higher echelons to arrive at their respective NAF/A3 not later than 1 February. Each NAF/A3 convenes a board and will nominate one package. NAFs forward nominations to HQ AFRC/A3 not later than 1 March each year. Packages received after 1 March will NOT be considered. Each package submitted from the NAF must be in an electronic format. Electronic nomination folders will contain the following items:

10.9.1. Letter of Transmittal – nomination letter must be signed by the NAF/A3, or designated representative.

10.9.2. AF IMT 1206, *Nomination for Award* – The substantiating data will be limited to a single side (front side) and will be written in bullet format using the headings outlined in paragraph 10.8., leaving the space to the right of the headings blank. Use Times New Roman, 12-pitch font. **Note:** AF IMT 1206 does not have a space for email address; however, this data must be added to the form.

10.9.3. Draft citation narrative – Prepare citation using Attachment 2 of this instruction as an example. Citation should be brief (50-70 words) with a maximum of 15 lines written using 10 – 12 pitch font. See AFI 36-2803 for additional guidance.

10.10. Selection and Notification Procedures: Selections are made by a board of three officers within HQ AFRC/A3T staff. Upon AFRC/CC approval, an announcement of the winner is submitted by letter to HQ AFRC/PA for publicity support. The AFRC/CC will notify winners by letter through appropriate command channels.

11. The Albert P. Loening Trophy.

11.1. **Responsible Agency:** HQ AFRC/A3TR.

11.2. **Purpose or Objective:** To promote a competitive spirit among combat rescue and special operations units throughout the Air Force Reserve, with a resultant increase in unit effectiveness and esprit-de-corps.

11.3. **Eligibility:** AFRC combat rescue and special operations units.

11.4. **Description:** A scroll depicting the citation of the Albert P. Loening Trophy is presented to the honored unit for permanent retention. The Albert P. Loening Trophy has a rectangular plate at the base and is engraved with the unit designation and maintained on display at HQ AFRC.

11.5. **Frequency of Award and Period Covered:** Annually. 1 January through 31 December.

11.6. **Method of Presentation:** Presented by the NAF commander, or designated representative, at an appropriate ceremony.

11.7. **Related Directives:** None.

11.8. **Criteria:** Consideration based on total performance for the preceding calendar year addresses the following criteria:

11.8.1. Outstanding performance of Air Force, Gaining Command, and AFRC missions.

11.8.2. Community support and involvement.

11.8.3. Improvements or innovations resulting in major mission improvements.

11.8.4. Specific outstanding accomplishments.

11.9. **Nominating Procedures:** Units submit nomination packages electronically through higher echelons to arrive at the NAF/A3 not later than 1 February. The NAF/A3 convenes a board and will nominate one package. NAFs forward nominations to HQ AFRC/A3 not later than 1 March each year. Packages received after 1 March will NOT be considered. Each package submitted from the NAF must be in an electronic format. Electronic nomination folders will contain the following items:

11.9.1. Letter of Transmittal – nomination letter must be signed by the NAF/A3, or designated representative.

11.9.2. AF IMT 1206, *Nomination for Award* – The substantiating data will be limited to a single side (front side) and will be written in bullet format using the headings outlined in paragraph 11.8., leaving the space to the right of the headings blank. Use Times New Roman, 12-pitch font. **Note:** AF IMT 1206 does not have a space for email address; however, this data must be added to the form.

11.9.3. Draft citation narrative – Prepare citation using Attachment 2 of this instruction as an example. Citation should be brief (50-70 words) with a maximum of 15 lines written using 10 – 12 pitch font. See AFI 36-2803, *The Air Force Awards and Decorations Program*, for additional guidance.

11.10. **Selection and Notification Procedure:** Selections are made by a board of three officers within HQ AFRC/A3T staff. Upon AFRC/CC approval, an announcement of the winner is submitted by letter to HQ AFRC/PA for publicity support. The AFRC/CC will notify winners by letter through appropriate command channels.

12. Outstanding AFRC Tactician of the Year Award.

12.1. **Responsible Agency:** AFRC/A3TA and the Military Officers Association of America (MOAA). MOAA will sponsor the award.

12.2. **Purpose or Objective:** To provide a competitive spirit among AFRC unit weapons and tactics personnel with a resultant increase in efficiency, esprit-de-corps and flying tactics development.

12.3. **Eligibility:** Any AGR, ART, or traditional reservist, in officer grades of O-1 through O-5, or any enlisted grade, who is actively flying or holds a position of leadership in the unit weapons/tactics program.

12.4. **Description:** A citation accompanied by an award/plaque/trophy/statue engraved with the name of the award, the name of the recipient, and the period of the award.

12.5. **Frequency of Award and Period Covered:** Annually. 1 January through 31 December.

12.6. **Method of Presentation:** Presented by the HQ AFRC/A3, or designated representative, at an appropriate ceremony.

12.7. **Related Directive:** None.

12.8. **Criteria:** Consideration based upon total performance during the preceding calendar year addresses the following criteria:

12.8.1. Outstanding accomplishments in tactical employment of unit assets (40 points).

12.8.2. Major improvements in the development of tactical programs (40 points).

12.8.3. Leadership (15 points).

12.8.4. Self-improvement/awards received (5 points).

12.9. **Nominating Procedures:** Units submit nomination packages electronically through higher echelons to arrive at NAF/A3 not later than 31 January. Each NAF/A3 convenes a board, if required, to determine their nominee and forward the winning package to AFRC/A3T to arrive not later than 28 February each year. Each package submitted from the NAF must be in an electronic format. Electronic nomination folders will contain the following items:

12.9.1. Letter of Transmittal – nomination letter must be signed by the NAF/A3, or designated representative.

12.9.2. AF IMT 1206, *Nomination for Award* – The substantiating data will be limited to a single side (front side) and will be written in bullet format using the heading outlined in paragraph 12.8. Use Times New Roman, 12-pitch font. **Note:** AF IMT 1206 does not have a space for email address; however, this data must be added to the form.

12.9.3. Draft citation narrative – Prepare citation using Attachment 2 of this instruction as an example. Citation should be brief (50-70 words) with a maximum of 15 lines written using 10 – 12 pitch font. See AFI 36-2803 for additional guidance.

12.10. Selection and Notification Procedures: Selection is made by a board of three highly experienced personnel within HQ AFRC/A3T. The selection results will be forwarded to AFRC/A3 for review, then to AFRC/CC for final approval. Upon AFRC/CC approval, an announcement of the winner is submitted by letter to HQ AFRC/PA for publicity support. AFRC/A3T will notify the NAF, unit, and winner by letter through appropriate command channels.

13. Outstanding AFRC Space and Missile Operator Company Grade Officer/Enlisted Space Systems Operator of the Year Award.

13.1. Responsible Agency: AFRC/A3TT.

13.2. Purpose or Objective: This award was formally known as the Enlisted Space Operator of the Year Award. It has been expanded to include a company grade officer category. The objective is to provide a competitive spirit among AFRC Space and Missile Operators and Space Systems Operators with a resultant increase in efficiency and esprit-de-corps, and to identify the AFRC nominees for AF Company Grade Officer (CGO) and Enlisted Space and Missile Operator of the Year Awards.

13.3. Eligibility: Any ART or AFRC reserve company grade officer space and missile operators (AFSC 13S) and enlisted space system operators (AFSC 1C6X1). This includes individuals in training organizations and performing staff duties. This award is given to one individual in each category who made the most significant contribution to space and missile operations in the previous calendar year. Individuals who received an unfavorable personnel action during the award period are not eligible. Minimum requirements for each category are:

13.3.1. Outstanding AFRC Space and Missile Operator CGO of the Year Award. Nominee must be a company grade officer in the rank of second lieutenant through captain and must possess a Space Professional Level 1 Certification or higher, and must have completed mission ready certification in at least one system.

13.3.2. Outstanding AFRC Space Systems Operator Senior NCO of the Year Award. Nominee must be a senior NCO in the rank of master sergeant or senior master sergeant and possess a seven-level AFSC, or higher, in the 1C6X1 career field. The nominee must have completed the appropriate level of PME and been awarded a Community College of the Air Force (CCAF) Associate's Degree in their primary or secondary AFSC. They must also possess a Space Professional Level 1 Certification or higher, and must have completed mission ready certification in at least one system.

13.3.3. Outstanding AFRC Space Systems Operator NCO of the Year Award. Nominee must be a NCO in the rank of staff sergeant or technical sergeant and possess a five-level AFSC, or higher, in the 1C6X1 career field. The nominee must have completed the appropriate level of PME and 30 semester hours towards a CCAF Associate's Degree in their primary or secondary AFSC. They must also possess a Space Professional Level 1 Certification or higher, and must have completed mission ready certification in at least one system.

13.3.4. Outstanding AFRC Space Systems Operator Airman of the Year Award. Nominee must be an airman in the rank of airman basic through senior airman and must possess a three-level AFSC, or higher, in the 1C6X1 career field. The nominee must have completed mission ready certification in at least one system and be enrolled in CCAF. They must also possess a Space Professional Level 1 Certification or higher, and must have completed mission ready certification in at least one system.

13.4. **Description:** A citation accompanied by an award/plaque/trophy/statue engraved with the Command Space occupational badge, the name of the recipient, and the period of the award.

13.5. **Frequency of Award and Period Covered:** Annually. 1 January through 31 December.

13.6. **Method of Presentation:** Presented by the Functional Manager, or designated representative, at an appropriate ceremony. A local presentation may be made by the Wing CC for their nominees in each category.

13.7. **Related Directive:** None.

13.8. **Criteria:** Consideration based upon total performance during the preceding calendar year addresses the criteria listed in paragraph 13.3 and should emphasize the nominee's contributions to his or her unit's mission accomplishment using the following headings:

13.8.1. Contributions to Organizational Mission and Management Goals (30 points). This category carries the most competition weight and must emphasize specific contributions the individual made to the organization's mission and goals, completion of PME, college degrees, and college certificate programs. The facts must relate directly to space operations crew or staff duties and reflect the impact the actions had on the organization's missions and goals. Priority is given to actions that lead to quantifiable improvement to combat effectiveness or combat support. Other examples include actions that improve unit operations and effectiveness; provide direct support to DoD or USAF-directed testing; or provide superior team or combat support during deployments.

13.8.2. Educational and Training Self-Improvement Efforts (10 points). This category is duties during the calendar year of the award. Examples include AFSC skill level awarding schools, pursuit of CCAF degree in Space Systems Operations, classes to improve instructor or evaluator skills, mission ready qualifications, courses aimed at improving the individual's skills to perform their duties and graduation from training squadron schools. Significant data to emphasize excellence, such as "Honor Graduate", should also be included.

13.8.3. Other Accomplishments (10 points). This category is limited to additional duties, awards, prizes, titles, etc., which directly relate to the 1C6X1 career field. Examples include AFA's Operational Excellence Award, Crew Member Excellence Award, Crew of the Quarter, Quality Team Awards, and Instructor/Evaluator of the Year. Each item listed in this category should provide a brief explanation of the nominee's actions towards earning distinction.

13.9. **Nominating Procedures:** Units submit nomination packages electronically through higher echelons to NAF/A3 for processing not later than 31 January. IMAs submit

nominations to their RMG. RMG may submit one nominee per category. Each NAF/A3 convenes a board and nominates one airman, one NCO, one senior NCO and one company grade officer. NAFs forward nominations to HQ AFRC/A3TT to arrive not later than 28 February each year for AFRC level competition. Each package submitted from the NAF must be in an electronic format. Electronic nomination folders will contain the following items:

13.9.1. Letter of Transmittal – nomination letter must be digitally signed by the NAF/A3, or higher representative.

13.9.2. AF IMT 1206, *Nomination for Award* – The substantiating data will be limited to 30 lines maximum and will be written in bullet format using the headings outlined in paragraph 13.8., leaving the space to the right of the headings blank. Use Times New Roman, 12-pitch font. All acronyms will be spelled out on the reverse side of the AF IMT 1206. **Note:** AF IMT 1206 does not have a space for email address; however, this data must be added to the form.

13.9.3. Current Space Professional Single Uniform Retrieval Format (SURF).

13.9.4. Draft citation narrative – Prepare citation using Attachment 2 of this instruction as an example. Citation should be brief (50-70 words) with a maximum of 15 lines written using 10 – 12 pitch font.

13.10. **Selection and Notification Procedures:** Selections are made by a board of three members to include the Space Ops FAM (13S), or a designated officer representative; the enlisted Space Systems FAM (1C6); and another chief master sergeant from within HQ AFRC/A3. Upon AFRC/CC approval, an announcement of the winner in each category is submitted by letter to HQ AFRC/PA for publicity support. The AFRC/CC will notify winners by letter through appropriate command channels. The AFRC winning packages are forwarded to HQ USAF/A3 for the Air Force Space and Missile Operator of the Year Awards competition.

14. Outstanding AFRC Aeromedical Evacuation Aircrew Member and Aeromedical Evacuation Operational Support Officer and Senior NCO/NCO/Airman of the Year Awards.

14.1. **Responsible Agency:** HQ AFRC/A3TM.

14.2. **Purpose or Objective:** To provide a competitive spirit among AFRC aeromedical evacuation personnel with a resultant increase in efficiency and esprit-de-corps.

14.3. **Eligibility:** Any ART or traditional reservist with primary AFSC assigned to an aeromedical evacuation UTC, who filled an authorized aeromedical evacuation or operational support position for a minimum of six consecutive months immediately before nomination. The following also applies:

14.3.1. Outstanding AFRC Aeromedical Evacuation Aircrew Member Officer of the Year Award. Nominee must be an Air Force Reserve officer in the rank of second lieutenant through lieutenant colonel possessing a primary AFSC of X46F3. The nominees must have at least six months in present assignment and be actively working in the career field at the time of nomination.

14.3.2. Outstanding AFRC Aeromedical Evacuation Aircrew Member SNCO of the Year Award. Nominee must be an Air Force Reserve senior NCO in the rank of master sergeant, senior master sergeant, or chief master sergeant, possessing a primary seven-level AFSC or higher in the X4NOX1 career field. The nominees must have at least six months in present assignment and be actively working in the career field at the time of nomination.

14.3.3. Outstanding AFRC Aeromedical Evacuation Aircrew Member NCO of the Year Award. Nominee must be an Air Force Reserve enlisted person in the rank of staff sergeant through technical sergeant possessing a primary five-level AFSC or higher in the X4NO career field. The nominee must have at least one year in the Air Force, six months in present assignment, and be actively working in the career field at the time of nomination.

14.3.4. Outstanding AFRC Aeromedical Evacuation Aircrew Member Airman of the Year Award. Nominee must be an Air Force Reserve enlisted person in the rank of airman through senior airman possessing a primary three or five-level AFSC or higher in the X4NOX1 career field. The nominee must have at least one year in the Air Force, six months in present assignment, and be actively working in the career field at the time of nomination.

14.3.5. Outstanding AFRC Aeromedical Evacuation Operational Support Officer of the Year Award. Nominee must be an Air Force Reserve officer in the rank of second lieutenant through lieutenant colonel assigned to a non-flying aeromedical evacuation UTC billet. The nominee must have at least six months in present assignment, and be actively working in the career field at the time of nomination.

14.3.6. Outstanding AFRC Aeromedical Evacuation Operational Support SNCO of the Year Award. Nominee must be an Air Force Reserve senior NCO in the rank of master sergeant, senior master sergeant, or chief master sergeant possessing a primary seven level or above in the PAFSC assigned to a non-flying aeromedical evacuation UTC. The nominee must have at least one year in the Air Force, six months in present assignment, and be actively working in the career field at the time of nomination.

14.3.7. Outstanding AFRC Aeromedical Evacuation Operational Support NCO of the Year Award. Nominee must be an Air Force Reserve enlisted person in the rank of staff sergeant through technical sergeant possessing a primary five-level or higher AFSC assigned to a non-flying aeromedical evacuation UTC. The nominee must have at least one year in the Air Force, six months in present assignment, and be actively working in the career field at the time of nomination.

14.3.8. Outstanding AFRC Aeromedical Evacuation Operational Support Airman of the Year Award. Nominee must be an Air Force Reserve enlisted person in the rank of airman through senior airman possessing a primary three or five-level AFSC assigned to a non-flying aeromedical evacuation UTC. The nominee must have at least one year in the Air Force, six months in present assignment, and be actively working in the career field at the time of nomination.

14.4. **Description:** A citation accompanied by an award/plaque/trophy/statue engraved with the name of the award, the name of the recipient, and the period of the award.

14.5. **Frequency of Award and Period Covered:** Annually. 1 January through 31 December.

14.6. **Method of Presentation:** Presented by the NAF commander, or designated representative, at an appropriate ceremony.

14.7. **Related Directive:** AMCI 36-2806, Chapter 6 and AFI 36-2856.

14.8. **Criteria:** Consideration based upon total performance during the preceding calendar year addresses the following criteria:

14.8.1. Leadership and Job Performance in Primary Duties (maximum 25 points).

14.8.2. Significant accomplishments or achievements in assigned functional area (maximum 15 points).

14.8.3. Other Contributions to the Unit Mission (maximum 10 points).

14.9. **Nominating Procedures:** Units submit nomination packages electronically through higher echelons to arrive at NAF /A3s not later than 1 February each year. Each unit may submit two nominations from each category. Each NAF/A3 convenes a board and will nominate one package from each category. NAFs forward nominations to HQ AFRC/A3T to arrive not later than 1 March each year. Each package submitted from the NAF must be in an electronic format. Electronic nomination folders will contain the following items:

14.9.1. Letter of Transmittal – nomination letter must be signed by the NAF/A3, or designated representative.

14.9.2. AF IMT 1206, *Nomination for Award* – The substantiating data will be limited to a single side (front side) and will be written in bullet format using the heading outlined in paragraph 14.8. Use Times New Roman, 12-pitch font. **Note:** AF IMT 1206 does not have a space for email address; however, this data must be added to the form.

14.9.3. Draft citation narrative – Prepare citation using Attachment 2 of this instruction as an example. Citation should be brief (50-70 words) with a maximum of 15 lines written using 10 – 12 pitch font. See AFI 36-2803 for additional guidance.

14.10. **Selection and Notification Procedures:** Selections are made by a board of two officers and a chief master sergeant from within HQ AFRC/A3. Upon AFRC/CC approval, an announcement of the winner in each category is submitted by letter to HQ AFRC/PA for publicity support. The AFRC/CC will notify winners by letter through appropriate command channels.

15. Outstanding AFRC Combat Crew Communications (CCC) Senior NCO/NCO/Airman of the Year Awards.

15.1. **Responsibility:** HQ AFRC/A3TC.

15.2. **Purpose or Objective:** To provide a competitive spirit among AFRC Combat Crew Communications personnel with a resultant increase in efficiency and esprit-de-corps.

15.3. **Eligibility:** Any Individual Mobilization Augmentee (IMA), ART, or traditional reservist who is assigned as Combat Crew Communications and possess a primary AFSC of 3C1X1. Nominees must be at a minimum Level 1 certified. Each unit will submit only one nomination for each award category.

15.3.1. Outstanding AFRC CCC SNCO of the Year. Nominee must be an Air Force Reserve senior NCO in the rank of master sergeant, senior master sergeant, or chief master sergeant, possessing a primary seven-level AFSC or higher in the 3C1XX career field. Nominees must have at least five months in the present assignment and be actively working in the career field at the time of nomination.

15.3.2. Outstanding AFRC CCC NCO of the Year. Nominee must be an Air Force Reserve NCO in the rank of staff sergeant or technical sergeant, possessing a primary five-level AFSC or higher in the 3C1XX career field. Nominees must have at least one year in the Air Force, five months in the present assignment, and be actively working in the career field at the time of nomination.

15.3.3. Outstanding AFRC CCC Airman of the Year. Nominee must be an Air Force Reserve Airman in the rank of airman through senior airman, possessing a primary three or five-level AFSC or higher in the 3C1XX career field. Nominees must have at least one year in the Air Force, five months in the present assignment, and be actively working in the career field at the time of nomination.

15.4. **Description:** A citation accompanied by an award/plaque/trophy/statue engraved with the name of the award, the name of the recipient, and the period of the award.

15.5. **Frequency of Award and Period Covered:** Annually. 1 January through 31 December.

15.6. **Method of Presentation:** AFRC CCC FAM will prepare a message and individual congratulatory letters for presentation by the respective NAF commander, or designated representative to their winners. The trophy/plaque will be mailed to the winner's Wing CC for presentation.

15.7. **Related Directives:** AFI 11-244 Volume 1.

15.8. **Criteria:** Consideration based upon total performance during the preceding calendar year addresses the following criteria:

15.8.1. Leadership and Job Performance in Primary Duty. Describe significant leadership accomplishments and how well the individual performed assigned primary and additional duties. Define the scope and level of responsibilities and impact on the mission and unit. Include any new initiatives or techniques developed by the individual that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, and Numbered Air Force, or Forward Deployed-evaluation inspections and/or evaluations. Include awards received such as NCO of the Quarter, Month, and Year. Do not include medals/ribbons received. Maximum number of points: 25.

15.8.2. Significant Self-Improvement. Show how the individual developed or improved skills related to primary and extra duties; e.g., formal training, Career Development Course enrollment/completion, On-the-job training, certifications, off duty education, and so forth. Include completion of any Professional Military Education (PME), as well as awards earned during in-residence attendance. Include grade point average, classes completed to date, or completion of degree programs. Cite any other relevant training or activity that significantly enhanced the individual's value as a military citizen. Maximum number of points: 15.

15.8.3. Base or Community Involvement. Define the scope and the impact of the individual's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, events; e.g., President of the Top 3 enlisted Dining-Out committee, member of the Air Force Sergeants Association, Sunday School Teacher, and so forth. Maximum number of points: 10.

15.9. Nominating Procedures: Units will submit nomination packages through higher echelons to arrive at NAF/A3s not later than 15 January. Each NAF/A3 convenes a board and will nominate one Senior NCO, one NCO and one Airman. NAFs forward nominations to HQ AFRC/A3TC to arrive not later than 31 January each year. Packages received after 31 January will NOT be considered. Each package submitted from the NAF must be in an electronic format. Electronic nomination folders will contain the following items:

15.9.1. Letter of Transmittal – nomination letter must be signed by the NAF/A3, or designated representative.

15.9.2. AF IMT 1206, *Nomination for Award* – The substantiating data will be limited to a single side (front side) and will be written in bullet format using the headings outlined in paragraph 15.8. Use Times New Roman, 12-pitch font. **Note:** AF IMT 1206 does not have a space for email address; however, this data must be added to the form.

15.9.3. Draft citation narrative – Prepare citation using Attachment 2 of this instruction as an example. Citation should be brief (50-70 words) with a maximum of 15 lines written using 10 – 12 pitch font. See AFI 36-2803 for additional guidance.

15.9.4. RIP – A Record of Individual Personnel (RIP) must also be included with the package. Privacy Act information will be destroyed IAW governing AFI's once the nominations have been made.

15.10. Selection and Notification Procedures: Selections are made by a board consisting of two senior NCOs and one officer as board president within HQ AFRC/A3T. The board president will be used only in the event of a tie. Upon AFRC/CC approval, an announcement of the winner in each category is submitted by letter to HQ AFRC/PA for publicity support. The AFRC/CC will notify winners by letter through appropriate command channels.

16. Outstanding AFRC Survival, Evasion, Resistance, & Escape (SERE) Specialist Awards.

16.1. Responsible Agency: HQ AFRC/A3TR.

16.2. Purpose or Objective: To provide a competitive spirit among AFRC SERE personnel with a resultant increase in efficiency and esprit-de-corps, and to identify the AFRC nominee(s) for the USAF Outstanding SERE Specialist Award.

16.3. Eligibility: Any AGR, ART, (civilian) or reservist (SNCO, NCO and Airman) with the primary AFSC 1T0X1. Nominees must meet acceptable Air Force standards during the entire eligibility period and meet the following criteria at the time of nomination:

16.3.1. Outstanding AFRC SERE Specialist Senior NCO of the Year Award. Nominee must be a senior NCO in the rank of master sergeant or senior master sergeant and possess a primary seven-level or higher AFSC in the 1T0X1 career field. The nominee must have served at least six months as a senior NCO during the award period and be

actively working in the career field at the time of nomination. The Outstanding AFRC SERE Specialist Senior NCO of the Year is awarded in two tiers depending on level of assignment during the award period:

16.3.1.1. Tier I: Individuals assigned to the Numbered Air Force (NAF) or higher position at the end of the award period.

16.3.1.2. Tier II: Individuals assigned to units below the NAF level, including wings, groups, squadrons and flights.

16.3.2. Outstanding AFRC SERE Specialist NCO of the Year Award. Nominee must be an NCO in the rank of staff sergeant or technical sergeant possessing a primary five- or seven-level AFSC in the 1T0X1 career field. The nominee must have served at least six months as a NCO during the award period and be working in the career field at time of nomination.

16.3.3. Outstanding AFRC SERE Specialist Airman of the Year Award. Nominee must be an airman first class or senior airman possessing a primary three- or five-level AFSC in the 1T0X1 career field, and be working in the career field at time of nomination.

16.4. **Description:** A citation accompanied by an award/plaque/trophy/statue engraved with the name of the award, the name of the recipient, and the period of the award.

16.5. **Frequency of Award and Period Covered:** Annually. 1 January through 31 December.

16.6. **Method of Presentation:** Presented by NAF commander, or designated representative, at an appropriate ceremony. A local presentation may be made by the Wing CC for their nominees in each category.

16.7. **Related Directive:** AFI 36-2807, Chapter 11 and AFI 36-2805.

16.8. **Criteria:** Consideration based upon total performance during the preceding calendar year addresses the following criteria:

16.8.1. Primary Duties and Significant Accomplishments (80% value).

16.8.2. Other Contributions to the Unit Mission (10% value).

16.8.3. Self-Improvement Efforts (10% value).

16.9. **Nominating Procedures:** Units submit nomination packages electronically through higher echelons to arrive at AFRC/A3TR not later than 30 January each year. Packages received after the suspense date will NOT be considered. Each package submitted must be in an electronic format. Electronic nomination folders will contain the following items:

16.9.1. Letter of Transmittal – nomination letter must be signed by the submitting authority, or designated representative.

16.9.2. AF IMT 1206, *Nomination for Award* – The substantiating data will be limited to 30 lines on a single side and will be written in bullet format using the headings outlined in paragraph 16.8. Use Times New Roman, 12-pitch font. **Note:** AF IMT 1206 does not have a space for email address; however, this data must be added to the form.

16.9.3. Draft citation narrative – Prepare citation using Attachment 2 of this instruction as an example. Citation should be brief (50-70 words) with a maximum of 15 lines written using 10 – 12 pitch font. See AFI 36-2803 for additional guidance.

16.10. Selection and Notification Procedures: Selections are made by a board within HQ AFRC/A3. Upon AFRC/CC approval, an announcement of the winner in each category is submitted by letter to HQ AFRC/PA for publicity support. The AFRC/CC will notify winners by letter through appropriate command channels. The AFRC winning packages are forwarded to HQ USAF/A3 for Air Force wide competition. AFSSAP awards will be presented at an awards banquet in the Washington DC area, usually in the May/June timeframe. Upon notification of selection, HQ AFRC/A3TR will direct the unit to provide a soft-copy biography, citation, and a high resolution jpeg format 5 x 7 inch color photograph for each winner to be subsequently forwarded to USAF.

17. Prescribed and Adopted Forms.

17.1. **Prescribed Forms:** No forms prescribed.

17.2. **Adopted Forms:**

AF IMT 1206, *Nomination for Award*.

AF Form 847, *Recommendation for Change of Publication*

CHARLES E. STENNER, JR., Lt Gen, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFECD, *Air Force Enlisted Classification Directory* (AFPC website)
AFPD 36-28, *Awards and Decorations Program*, 1 August 1997
AFI 10-248, *Fitness Program*, 25 September 2006
AFI 11-244V1, *Instructions for Combat Crew Communications*, 26 April 2002
AFI 13-203, *Air Traffic Control*, 30 November 2005
AFI 13-204, *Functional Management of Airfield Operations*, 10 January 2005
AFI 13-213, *Airfield Management*, 29 January 2008
AFI 13-218, *Air Traffic System Evaluation Program*, 10 October 2003
AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 7 March 2006
AFI 36-2803, *The Air Force Awards and Decorations Program*, 15 June 2001
AFI 36-2805, *Special Trophies and Awards*, 29 June 2001
AFI 36-2807, *Headquarters United States Air Force Deputy Chief of Staff, Operations, Plans and Requirements Annual Awards Program*, 18 July 2007
AFI 36-2856, *Medical Service Awards*, 10 August 2006
AMCI 36-2806, *Directorate of Operations Award Program Management*, 25 November 2003

Abbreviations and Acronyms

AFA—Air Force Association
AFDPO—Air Force Departmental Publishing Office
AFE—Aircrew Flight Equipment
AFECD—Air Force Enlisted Classification Directory
AFI—Air Force Instruction
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
AFSC—Air Force Specialty Code
ALS—Aircrew Life Support
ANG—Air National Guard
ARC—Air Reserve Component
ART—Air Reserve Technician
ATC—Air Traffic Control

CCAF—Community College of the Air Force
CHARM—Chief Host Aviation Resource Management
CRO—Combat Rescue Officer
DoD—Department of Defense
DOR—Date of Rank
DRU—Direct Reporting Unit
FAM—Functional Area Manager
FM—Functional Manager
HQ—Headquarters
IMA—Individual Mobilization Augmentee
MOAA—Military Officers Association of America
NAF—Numbered Air Forces
NCO—Noncommissioned Officer
OJT—On-the-Job Training
PME—Professional Military Education
POC—Point of Contact
RIP—Report on Individual Personnel
RMG—Reserve Management Group
SURF—Single Uniform Retrieval Format
TR—Traditional Reservist
UIF—Unfavorable Information File
WBFMP—Weight and Body Fat Management Program

Attachment 2**SAMPLE CITATION**

CITATION TO ACCOMPANY THE AWARD OF

(Double Space)

THE AIR FORCE ASSOCIATION OUTSTANDING _____ AWARD

(Double Space)

TO

(Double Space)

(DESIGNATED AWARDEE)

(Triple Space)

The (awardee), (location), distinguished itself by outstanding achievement(s) from (date) to (date). During this period, the (awardee) achieved an outstanding degree of (administrative or operational.....etc....). The distinctive accomplishments of the (awardee) reflect credit upon all assigned (unit/crew/wing.....etc.....) personnel and the United States Air Force Reserve. During this period, the (awardee) displayed outstanding (ability...etc....) and professional (skill.....etc.....) by (give concise description of achievement(s)). The distinctive accomplishments of the (awardee) reflect credit upon (himself/herself/entity) and the United States Air Force Reserve.

Notes:

1. The citation should be brief (will not exceed 15 typed, 10-12 font lines).
2. Prepare citation using landscape style (horizontal) type.
3. Do not use abbreviations.
4. The top margin is 1 inch to 1 ½ inches; the side margins are 1 inch to 2 inches; and the bottom margin should be a minimum of 4 inches.
5. The header lines must be center justified.
6. The body of the citation must be full justification. This creates a clean look along the left and right side of the page.
7. The opening and closing sentences will not be changed.
8. Unless submitted electronically, prepare citation on plain bond paper.
9. If printed, the citation cannot be stapled or clipped to nomination, but placed in an envelope or other protective covering and attached to the nomination.

Attachment 3**BIOGRAPHY FOR UNIT AWARDS**

A3.1. The following items serve as an example of what should be included in the biographical information for the commander/unit:

A3.1.1. AFA Outstanding Reserve Flying Unit (Flying Wing) Award

439 AW, Westover AFB, Chicopee Falls, MA

Commander: Brig Gen John Bigwig

Duty Phone: DSN 123-4567

Home Address: 111 1st Street

Chicopee Falls, MA 01111-5000

Home Phone: (111) 555-5555

A3.1.2. AFA Outstanding Reserve Aircrew Award

512 AW, Dover AFB, Dover, DE

Commander: Maj Ima Flyer

Home Address: 222 2nd Street

Milford, DE 22222

Home Phone: (222) 555-4444

A3.2. The aircrew was composed of the following individuals:

Maj Ima Flyer, 709 AS, Aircraft Commander

Maj Steve G. Canyon, 709 AS, First Pilot

CMSgt Aero Smith, 512 AW, Standardization Loadmaster

MSgt Jolly Rancher, 709 AS, Flight Engineer

SSgt John B. Good, 436 AS, Dedicated Crew Chief

Attachment 4**BIOGRAPHY FOR INDIVIDUALS**

A4.1. The following serves as an example of what must be included in the military biography for individuals, if required for follow-on awards:

- Name/Grade/DOR
- Current Duty Title
- Awards/decorations received in past 12 months
- All PME completed (resident/non-resident) and date
- Education completed in past 12 months (i.e. 18 hours toward CCAF) (ensure only education actually completed during this 12 month period is included)

A4.2. Information should be listed in a bullet type format, and should fit on the single side of one standard 8 ½ x 11 sheet of paper oriented vertically (portrait).